

## **Policy on Payments to Members**

1. The Australian and New Zealand Society of Indexers is a voluntary organisation. Office bearers donate their time and services, and the Society does not recompense them at normal salary rates. Beyond the ordinary contribution of their time and services, office bearers are not expected to bear the Society's expenses.
2. ANZSI does support the concept that one-off ex-gratia payments can be made to members in the event of special activities or unexpected workloads.
3. ANZSI also supports the concept of providing non-monetary rewards to members for service to the Society.

## **Procedures for Payments**

### **1. Administrative Expenses**

Administrative expenses are out-of-pocket expenses incurred by office bearers in the course of carrying out ANZSI business. These can include postage, telephone and other communication costs, necessary training costs (so that office bearers can carry out tasks for the Society) and other approved expenses.

Such expenses should be approved by the ANZSI Council prior to expenses being incurred.

Office bearers should claim from the ANZSI Treasurer for reimbursement of these expenses by submitting appropriate receipts.

### **2. Travelling Expenses**

ANZSI may offer to reimburse travel expenses, either in full or in part, for office bearers, members, speakers, prize winners and others who are asked to travel to attend meetings and conferences, or on other ANZSI business.

Travelling expenses are paid by the ANZSI Council, at the discretion of the Council.

### **3. Ex-gratia Payments**

Ex-gratia payments are occasionally offered to ANZSI members. These are offered for special work, not work associated with a particular ongoing activity or position. It is expected that ex-gratia payments will be one-off payments for particular activities.

Ex-gratia payments are offered by the ANZSI Council, at the discretion of the Council.

#### 4. Contract Payments

In accordance with Item 12e of the ANZSI Constitution, ANZSI may make payment to members as compensation for services rendered. These payments should be for agreed work undertaken on a contract basis, even if the sum agreed to is not at commercial rates. Examples of such work might be a member undertaking to index ANZSI's papers for a nominal fee, or to edit the newsletter.

ANZSI may also pay non-member contractors reasonable rates to do certain jobs, e.g. newsletter editor or conference administrator.

A written agreement setting out the task, timeframe and payment schedule is required so that a paper trail exists for accounting purposes. Payments can be claimed from the ANZSI Treasurer on submission of appropriate invoices.

Contract payments may be offered by the ANZSI Council, at the discretion of the Council.

#### 5. Non-monetary Rewards

ANZSI supports the concept of regularly offering non-monetary rewards to ANZSI members, in acknowledgement of their services to the Society.

At a structured level, ANZSI offers such rewards through its Medal and Honorary Life Membership awards (see separate 'Policy on Awards, Grants and Prizes) and the Society pin.

5.1 At a less structured level, members can be recognised and rewarded for service through a range of non-monetary means, including Certificates of Appreciation (sample certificate attached); an 'Honours List' noted in the Newsletter or Website; small gifts of book vouchers, wine etc for speaking or arranging an activity, etc

5.2 Proposals for granting non-monetary rewards should be formally accepted by the ANZSI Council at an executive meeting, and recorded in the minutes of the ANZSI Council.

#### 6. Receipts

In accordance with the ANSZI Treasurer's Guidelines, all claims for payments should be accompanied by appropriate documentation and receipts.